

MINUTES OF THE SELECTMEN'S MEETING
Town of Charlemont

June 18, 2012
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The meeting was convened at 6:04 P.M. by Chairman Jean Brisson. Vaughn Tower and David Cunningham also attended the meeting.

1. The weekly warrants were signed.
2. The Board unanimously voted, Ms Brisson – yes, Mr. Tower – yes, Mr. Cunningham – yes, to approve and sign the minutes.
3. Shelburne Selectmen Joseph Judd, Robert Manners, and John Payne attended the meeting to discuss and clarify the new Transfer Station Lease Agreement.
4. The Shelburne Selectmen agreed with all of the new lease but wanted clarification for item #3 and item #8.
5. Item # 3 of the lease agreement is the Facility Maintenance and Repair Costs. The Shelburne Selectmen would like to participate in the decision making process regarding repair and maintenance costs. They also expressed concern about having sufficient notice to budget accordingly.
6. The Board agreed to solicit input from the Shelburne Selectmen and provide enough lead time to be able to budget appropriately.
7. Item #8 of the agreement is the Management of Transfer Station Site. The Shelburne Selectmen requested that they be afforded communication and dialogue regarding any changes to the management of the Transfer Station.
8. The Board agreed to notify and communicate with the Shelburne Selectmen prior to and with regard to any management changes.
9. The Board unanimously voted, Ms Brisson- yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the Transfer Station Leas Agreement. Two copies were signed and given to the Shelburne Selectmen to take back to their meeting for their approval.
10. Shelburne Selectman Joseph Judd notified the Board that Shelburne has been investigating, with the assistance of the FCSWMD, the feasibility of developing their own Transfer Station across from their Highway Garage.
11. The Shelburne Selectmen questioned the Board as to the type of feedback that has been received regarding the wind turbine located at Berkshire East. The Board responded that feedback received has been mixed.
12. The Shelburne Selectmen encouraged the Board to research further the business partnership concept between both towns. The Shelburne Selectmen were thanked for coming to Charlemont.
13. Ms Brisson reported that she attended the Franklin County Tech School meeting for the discussion regarding joining the District. It will take several years for the Tech School to go through the process of reorganizing their contracts and to be able to offer other Towns to join in or drop out.
14. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, not to assign liaisons to the MMAC and School Committees.
15. The Board unanimously voted, Mr. Tower – yes, Mr. Cunningham – yes, Ms Brisson – yes, that Mr. Cunningham will continue to be liaison to the Park and Recreation Commission and Mr. Tower will be the liaison to the 250 Committee.
16. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to

schedule an appointment with the Finance Committee during their meeting on July 9th to make decisions regarding the end of the year budget transfers. Mr. Cunningham will speak with the Accountant to seek her recommendations.

17. The Board received a draft letter to MassDOT, District 1, regarding the traffic calming measures for the Town. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Brisson – yes, to approve and sign the letter.
18. The Board received a letter from the Parks and Recreation Commission requesting permission to expend \$7,000 from the Glaze gift account to purchase sod, sand/clay, and grass seed/fertilizer for the fields at the Hawlemont School. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Brisson – yes, to approve the expenditure.
19. Mr. Cunningham inquired as to whether the work on the fields at the Hawlemont School would be completed by volunteers, including volunteered equipment, and if the Town should require a certificate of insurance, naming the Town as additionally insured. Mr. Cunningham will contact the Town insurance representative with his question.
20. The Board received a request from the Parks and Recreation Commission asking for assistance from the Highway Department to grade the track as the fairgrounds. The Board unanimously voted, Mr. Tower – yes, Ms Brisson – yes, Mr. Cunningham – yes, to ask the Highway Department to assist the Park and Recreation Commission as requested at the convenience of the Highway Department. It was also noted that the condition of the backside of the track under the trees is significantly worn down, and cannot be graded at this time. Highway would be willing to work on that area once the Park and Recreation Commission purchases material for that part of the track.
21. The Board received a bill for the final payment for the Town Hall roof replacement project. The Executive Secretary reported that the trash and debris in the museum have been taken away. The contractors property, also in the museum have been removed. At 7:00 P.M. the Board took a field trip to review the condition of the front lawn at the Town Hall. Upon returning to the meeting at 7:10 P.M., the Board unanimously voted, Mr. Tower – yes, Mr. Cunningham – yes, Ms Brisson – yes, to approve for payment the final bill for the project. The Executive Secretary will inform the contractor of the Selectmen's vote.
22. The Board received financial information from the Accountant regarding the need for a Federal Audit and opinion as when a financial audit should take place. According to the Accountant, the Town will not meet the \$500,000 threshold in FY 2012 which would have required a Federal Audit. The Accountant also reported that the deficits showing on the special revenue report is just a matter of timing which will be cleared up by the end of FY 2012. The Accountant recommended that the next financial audit should be for the FY 2012.
23. The Board unanimously voted to accept the recommendation of the Accountant and unanimously voted, Mr. Cunningham – yes, Ms Brisson – yes, Mr. Tower – yes, to conduct a financial audit for the FY 2012.
24. The Board received a contract from the FRCOG for building, plumbing and wiring services. The Board unanimously voted, Mr. Cunningham – yes, Ms Brisson – yes, Mr. Tower – yes, to approve and sign the contract.
25. Robyn Sherman, Executive Director of the Franklin County Regional Housing & Redevelopment Authority, attended the meeting to discuss the status of Charlemont's CDBG, the new procedures and a new agreement with the HRA for administration of the CDBG funds. Ms Sherman gave an overview on the types of loans available to the residents of Charlemont and the pay back procedures. \$99,000 is available for loans which are usually limited to a maximum of \$30,000. The funds that have been paid back are collected as program income, to

be loaned out again to other Charlemont applicants. Currently the rules have changed and Charlemont has a choice how to handle the program income. Charlemont also has the option as to the maximum limit of loans, deferred payments, forgiving loans, among other options. The Housing Authority retains 24% of a loan when approved and 2% when funds are returned in exchange for management of the program.

26. It was agreed that the Board will weigh each option individually before making a decision. Ms Sherman stated that appendix C: Subordination, Transfer, release and Forgiveness is the option that should be considered first.
27. The Board thanked Ms Sherman for coming to the Board to explain the program and agreement.
28. At 8:05 P.M. the Board received 3 highway equipment bids. The Bids were from Dean Structures, Taylor Equipment, and George Rice and were read aloud. The board unanimously voted, Mr. Cunningham – yes, Ms Brisson – yes, Mr. Tower – yes, to refer the bids to the Highway Superintendent for his review and recommendation.
29. Stephen Ferguson requested permission to apply for the Assistance to Firefighters Grant to purchase the Firefighter-1 Training DVD's. The Town's share of the grant is 5%. The Board unanimously voted, Mr. Tower – yes, Ms Brisson – yes, Mr. Cunningham – yes, to grant Mr. Ferguson permission to apply.
30. The Board received a letter from residents on Tower Road that is asking for the Selectmen to assist with an issue regarding several trailers on a property on Tower Road. It was noted that the Board of Health has been active with this issue. Mr. Tower, liaison to the Board of Health, will contact the BOH Chair for information and update the remainder of the Board regarding this issue.
31. A thank you letter to Mr. & Mrs. Glaze for their gift was reviewed. The Board unanimously voted, Ms Brisson – yes, Mr. Tower – yes, Mr. Cunningham – yes, to approve and sign the letter.
32. A thank you letter to Norma Lynch for her years of service as a Finance Committee member was reviewed. The Board unanimously voted, Ms Brisson – yes, Mr. Tower – yes, Ms Brisson – yes, to approve and sign the letter.
33. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve for payment a Kopelman & Paige bill.
34. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the 2009 DHCD Close-Out Agreement.
35. The Board reviewed and noted the certificate of inspection, with conditions, from the FCCIP for the fairgrounds.
36. Mr. Tower brought to the Board a letter from Paul Hicks that stated the cemetery abutting the Hicks farm property on Burrington Road is in poor condition and has been for a number of years. The letter asks that the Selectmen find time to look into the situation. The Board unanimously voted, Mr. Tower – yes, Mr. Cunningham – yes, Ms Brisson – yes, to place under action on the agenda for the June 25th meeting the creation of a Cemetery Committee and potential members.
37. Mr. Cunningham reported that he has been in contact with an alarm company who is creating a proposal for monitor and maintain the alarms in all Town buildings.
38. Mr. Cunningham reported that the Highway Department has been working on and are still working on South River Road.
39. Mr. Cunningham reported that the Town will be receiving \$321,000 Federal funds for work related to Tropical Storm Irene. The Highway Department would like to make sure the funds, when received, are used only for Irene repairs.

40. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, that Mr. Cunningham will be the representative to the Economic Roundtable.
41. Mr. Tower stated that he is continuing to work with the Fire Department.
42. At 9:20 P.M., the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to enter into executive session pursuant to the Open Meeting Law exemption #2, with the intent not to return to their regular meeting.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

This document is to be considered a draft until approved and signed by the Board of Selectmen.

List of documents reviewed by the Board.

Warrants
Minutes
Final Transfer Station Lease Agreement
Traffic calming letter to MassDOT
Parks and Recreation Commission request to use funds from the Glaze gift account
Mowry & Schmidt bill
Financial information from the Accountant
FRCOG contract
FCRHRA agreement and procedures
Highway equipment bids
Letter from Tower Road residents
Thank you letter to Mr. & Mrs. Glaze
Thank you letter to Norma Lynch
Kopelman & Paige bill
DHCD close-out agreement
Certificate of inspection
Letter from Paul Hicks